

## WELLINGTON TOWN COUNCIL

### MINUTES OF THE STAFFING AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 24 March 2021 AT 2.30 PM

**Present:** Councillors Lloyd (Chair), Govier, Lithgow, Thorne and Stock-Williams  
David Farrow – Town Clerk

#### 1. Apologies

Apologies were received from Councillor Barr

#### 2. Declarations of Interest

None were declared.

#### 3. In lieu of public speaking, to receive any representations from members of the public

In the absence of an in-person meeting, the usual public speaking session was replaced with the presentation of any written submissions received from members of the public. No representations had been received.

#### 4. Terms of Reference

the Committee were asked to consider whether any amendments were necessary for the coming year. The Committee considered whether, with the decision about Local Government Review due in the summer and the resultant work in to be done in relation to the future role of the Town Council, the title for the Committee should be changed to Policy and Resources Committee to reflect the need for oversight of strategy and policy development in the context of the Councils developing role and the Terms of Reference reviewed in that context.

**RECOMMENDED** to full Council that name of the Committee should be changed to The Policy and Resources Committee and the Terms of Reference amended for approval at the Council's Annual Meeting

#### 5. Staff Annual Review Process

The Clerk outline the basis of the revised Appraisal process which was designed to be employee led and self-reflective. It is also intended to link the employee's priorities to those of the Town Council and introduced the grandparent principle of the line managers line manager signing off the final document.

**RECOMMENDED** that the revised Staff Appraisal Process be approved by the Town Council that within that the Town Clerk's appraisal should be signed off by the Mayor as Line Manager and Deputy Mayor.

#### 6. To Receive an Update on the Staff Working Arrangements and Office Opening

The Town Clerk reported that staff continued to work predominantly at home although he attended the office on a regular basis. It was unlikely that the office would re-open formally for staff and the public until lockdown ended. Plans were being put in place to start the recruitment process for the additional member of staff to coincide with the office re-opening.

In response to a question from Councillor Thorne The Town Clerk said that the website should reflect the fact that members of the public could phone the office between 9am and 2pm and that he would ensure that it was updated to reflect that.

### **7. To Receive an Update on the Implementation of the Scribe Accounting System and New Phone System**

The Town Clerk reported that the implementation of the Scribe Accounting System had gone well. All staff were being trained in its use and it was now being used to provide reports for councillors. The Finance Assistant would be leaving the Council at the end of April and it was agreed that arrangements were made to mark her leaving and to thank her for her service to the Town Council

### **8. To Consider Purchasing Sage HR (add on to Payroll System).**

The Town Clerk outlined the benefits of purchasing the Sage HR package which is an add-on to the Sage Payroll system. It allows HR management all in one system.

Costs were as follows (per employee per month)

- Core HR and Leave Management £4
- Timesheets £2

The Town Clerk reported that at present, leave and timesheets are managed on spreadsheets which will become more difficult to manage as employee numbers expand. The HR system also feeds all relevant information into the Sage Payroll system (leave, overtime hours etc.). Suggested start date is the 1st April.

**RESOLVED** to purchase the package as the costs fell below the threshold for approval to be given by the full Town Council

### **12. Date of next meeting**

This was set for Wednesday 5 May 2021 at 2.30 pm. Consideration was given to the timing of future meetings, but it was felt that with the number of evening meetings and given staff capacity it was appropriate to remain at this time for the next year. It was agreed that for the Annual Meeting it would be made clear what time committee meetings took place so that councillors could decide which committees they would be able to attend.

**There being no further business, the meeting closed at 3.00 pm**

**END**